



Administrative Relief Planning Division

2825 3rd Avenue North, 4th Floor

Billings, Montana

Phone: (406) 247-8676

Fee: \$200.00 Base Fee + \$75 for each additional request

Requirements: Electronic copies of all materials, including this application, should be uploaded through the Citizen Access portal: <https://services.billingsmt.gov/citizenaccess/>. 1) Create a login in 2) Create a Personal Account 3) Apply for PROJECT 4) Select ADMIN RELIEF for the classification. 5) Complete Application then PAY FEES.

Call (406) 657-8247 if you have any questions.

Receipt: _____ **Project: PZ-** _____

Administrative Relief allows the modification of an existing numeric dimensional standard to accommodate site-specific or minor construction issues. Administrative relief is applicable to new development, redevelopment, and major façade changes. Administrative relief may be requested either as part of an original application or as a modification to an existing approval.

Please describe the specific issue that requires administrative relief from a numerical requirement of the code:

Permitted types of Administrative Relief: (check all boxes that apply)

Zone District:

N1-3 ☐ NX1-3 ☐ NO ☐ NMU ☐ CMU1-2 ☐ DX ☐ EBURD ☐

Relief Requested:

1. Build-to width or setback location – up to 5 feet adjustment ☐
2. Increase total impervious lot coverage 10% max (EBURD only) ☐
3. Decrease primary front lot line coverage 10% max ☐
4. Increase Story Height 2-foot max ☐
5. Decrease door & window percentage on front or side street facade 10% max ☐
6. Increase blank wall limitation for side street facade 10% max ☐

Zone District:

CBD ☐ CX ☐ I1-2 ☐ P1-3 ☐ PD ☐

1. Reduce any setback 10% max ☐
2. Increase Lot coverage 10% max ☐
3. Increase Building Height 10% max (no additional occupied story) ☐
4. Usable Open Space reduction max 10% ☐
5. Fence height max 10% ☐
6. Off-street Parking max 10% for lots with at least 20 required spaces ☐
7. Minor adjustments to approved Planned Development Maps ☐

Administrative Relief cannot:

- Create, intensify or expand an existing nonconformity with maximum or minimum requirements
- Permit uses not otherwise allowed in a zone district
- Reduce the effectiveness of screening, buffering, landscaping or open space
- Expand the area or type of signage allowed

Review and Decision Criteria

The Zoning Coordinator must make the following findings based on the application presented:

1. The proposed use, structure or activity is permitted in the underlying zone district.
2. There are special circumstances existing on the property related to the size, shape, area, topography, surrounding conditions and location that do not apply generally to other property in the same area and zone district
3. The special circumstance have not been created by the applicant.
4. The impact of the administrative relief is internal to the subject property.

The Zoning Coordinator has 15 calendar days to review and issue a decision on the proposed relief. If the relief requested is denied, the written decision will include the reasons for the denial. An approval may include specific instructions and clarifications regarding compliance with the Zoning Code, but will not include conditions that require any action beyond the specific requirements of the Zoning Code.

Please include a site plan, drawn to scale, indicating the location and type of each specific administrative relief requested. For requests involving height, or façade treatment, a scaled elevation drawing shall also be submitted. The site plan and/or elevation drawing should show at a minimum:

- A North arrow and street address
- B Illustrate lot size showing lot line dimensions.
- C The locations and dimensions of all existing and proposed buildings, structures, and improvements including those which will be removed. Please label all information.
- D Show setbacks or build-to areas from all property lines for existing and proposed buildings.(if applicable)
- E Illustrate the square footage of existing and proposed buildings and structures (if applicable).
- F Names and locations of adjacent streets, alleys, properties, etc.
- G Illustrate the height and street elevations of any proposed structures. (if applicable)
- H Other pertinent features.

This application and materials shall be submitted along with the required Review Fee(s).

Application Date: _____

Name of owner: _____ Phone: _____

Address: _____ Email: _____

Architect/Builder/Engineer: _____ Phone: _____

Address: _____ Email: _____

Property Legal Description: _____ Tax ID#: _____

Property Address and Location: _____

Parcel Size: _____ Number of Structures Proposed: _____

Existing Zoning: _____ Existing and Proposed Use: _____

Applicant Signature: _____ Date: _____